

AGRIBUSINESS ORGANIZATIONAL QUESTIONNAIRE

1. Your name.
2. Title or name of your position.
3. Your store or department.
4. Your location (branch, annex -- distance from home office).
5. Products of your store or department.
6. To whom do you report? If you report different actions or situations to different persons, be specific. Also specify reports and to whom you need to report before action and actions that need not be reported to anyone.
7. Title or name of position of your immediate supervisor.
8. Give names and titles (or names of positions) of those who report to you. Be specific as in question 6.
9. Describe all the responsibilities you have in your present position. Also describe any joint responsibility you have with others and relationships you have with others in your firm.
10. What is the nature of your authority?
 - (a) Personnel -- include supervising, selecting, promoting, termination and compensation
 - (b) Establishing policies
 - (c) Ordering supplies
 - (d) Marketing products
 - (e) Incurring expenses
 - (f) Changing or establishing methods and procedures
 - (g) Budgeting
 - (h) Advertising
 - (i) Pricing
 - (j) Maintenance
 - (k) Etc.
11. List the reports you receive about your firm and any part of its operation and when these are received (weekly, monthly, etc.).
12. List reports you prepare and indicate if daily, weekly, monthly, etc.
13. List all records you are responsible for keeping and what you do with them.
14. List all other responsibilities and activities you have.